

**100-DESK SOP-0105
CREATED 04/20/04**

**DESK OPERATING PROCEDURE 0105
REPORTS AND ANALYSIS DIVISION
APRIL 2004**

**GOVERNMENT WIDE ACCOUNTING (GWA) PROCEDURE
DAILY PROCEDURE - Warrants**

TO VIEW OR ATTAIN LISTING OF WARRANT TRANSACTIONS FROM GWA:

Sign onto the GOALS II Information Access System (IAS) webpage/homepage.

Enter user ID and password.

Click on the Appropriation Warrants hyperlink.

Select:

AGENCY: 96:CORPS OF ENGINEERS

Office: REPORTS AND ANALYSIS OFFICE

Select Fiscal year, month, and calendar year.

Click new report.

Print appropriation listing.

Print the document, update all spreadsheets, and provide copies to CFO personnel.

Log off system

Contact Headquarters USACE to attain a copy of the SF132.

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Revised by: